

State of Hawaii  
Department of Public Safety  
Corrections Program Services Division  
Corrections Education Program Services Branch

**Request for Proposals**

**RFP No. PSD 05-CPSE-08**

**COUNSELING AND JOB  
DEVELOPMENT SERVICES FOR  
INMATES**

October 12, 2004

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

October 12, 2004

## **REQUEST FOR PROPOSALS**

### **COUNSELING AND JOB DEVELOPMENT SERVICES FOR INMATES RFP No. PSD 05-CPSE-08**

The Department of Public Safety Corrections Education Program Services Branch, is requesting proposals from qualified applicants to provide counseling and job development services to inmates at Oahu Community Correctional Center's Laumaka Work Furlough Center. Services may include, but are not limited to pre-employment assessments and counseling, placement in subsidized training programs, placement in employment, support services for offenders with special needs and employment support services for a period of at least one year that includes mediation at job site, and further employment services if the offender is displaced from employment. The contract term will be from July 1, 2005 through June 30, 2009.

Proposals shall be mailed and postmarked by the United States Postal Service on or before January 14, 2005, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on January 14, 2005, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Corrections Education Program Services will conduct an orientation on November 9, 2004 at 10:00 a.m. HST, at 919 Ala Moana Blvd. Room 404 Honolulu Hawaii 96814. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. HST on November 30, 2004. All written questions will receive a written response from the State on or about December 16, 2004.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Terri Ohta 919 Ala Moana Blvd. Room 413, Honolulu, Hawaii 96814, telephone: (808) 587-1236.

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**ONE ORIGINAL AND THREE COPIES OF THE PROPOSAL ARE REQUIRED.**

**ALL MAIL-INS SHALL BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)  
NO LATER THAN  
January 14, 2005**

**All Mail-ins**

Department of Public Safety  
Planning, Programming and  
Budget Office  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814

**PSD RFP COORDINATOR**

Terri Ohta  
For further information or  
inquiries  
Phone: 587-1236  
Fax: 587-1244

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., Hawaii  
Standard Time (HST) January 14, 2005.**

**Drop-off Sites**

**Oahu:**

Department of Public Safety  
Planning, Programming and Budget Office  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814

**BE ADVISED:** All mail-ins postmarked by USPS after **January 14, 2005**, will be rejected.  
Hand deliveries will **not** be accepted after **4:30 p.m., HST, January 14, 2005**.  
Deliveries by private mail services such as FEDEX shall be considered hand  
deliveries and will not be accepted if received after **4:30 p.m., HST, January  
14, 2005**.

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### **I. Authority**

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

### **II. RFP Organization**

This RFP is organized into five sections:

***Section 1, Administrative Overview***--Provides applicants with an overview of the procurement process.

***Section 2, Service Specifications***--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions***--Describes the required format and content for the proposal application.

***Section 4, Proposal Evaluation***--Describes how proposals will be evaluated by the state purchasing agency.

***Section 5, Attachments*** --Provides applicants with information and forms necessary to complete the application.

### III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Public Safety  
919 Ala Moana Blvd. Room 405

Honolulu, Hawaii 96814

Attn: Maureen Tito

Phone (808) 587-1275 Fax: (808) 587-2559

### IV. Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

Activity	Scheduled Date
Public notice announcing RFP	10/12/04
Distribution of RFP	10/12/04- 01/14/05
RFP orientation session	11/09/04
Closing date for submission of written questions for written responses	11/30/04
State purchasing agency's response to applicants' written questions	12/16/04
Discussions with applicant prior to proposal submittal deadline (optional) up to:	Up to 01/07/05
Proposal submittal deadline	01/14/05
Discussions with applicant after proposal submittal deadline (optional)	1/15-3/31/05
Final revised proposals (optional)	Late January- February 2005
Proposal evaluation period	01/15- 03/31/05
Provider selection	04/01/05
Notice of statement of findings and decision	04/01/05
Contract start date	07/01/05

### V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** November 9, 2004 **Time:** 10 a.m.

**Location:** 919 Ala Moana Blvd. Room 404, Honolulu, Hawaii 96814

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous



answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

## **VI. Submission of Questions**

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** 11/30/04 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

**Date:** 12/16/04

## **VII. Submission of Proposals**

**A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)

**5. Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form shall be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.

**6. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOT AX) and the Internal Revenue Service (IRS) will be required at the time of the proposal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at [www.hawaii.gov/tax/tax.html](http://www.hawaii.gov/tax/tax.html).

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** - Proposals shall be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks shall be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.

- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: [http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm)
- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

## **VIII. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## **IX. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **X. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## **XI. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## **XII. Final Revised Proposals**

The applicant's final revised proposal, *as applicable* to this RFP, shall be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

## **XIII. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

## **XIV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

## **XV. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

## **XVI. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

## **XVII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XVIII. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: John Peyton, Jr.	Name: Terri Ohta
Title: Director	Title: Acting Admin. Services Officer
Mailing Address: 919 Ala Moana Blvd Room 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Blvd. Room 413 Honolulu, Hawaii 96814
Business Address: same	Business Address: same

## **XIX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

## **XX. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

**XXI. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

**XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

# **Section 2**

## **Service Specifications**



## **Section 2**

### **Service Specifications**

#### **I. Introduction**

##### **A. Overview, purpose or need**

The purpose of this request for proposal is to provide employment counseling and job development services to high risk offenders in the work furlough program at Oahu Community Correctional Center.

Offenders at this level of incarceration are required to seek employment, housing and other services prior to release on parole. The work furlough program provides offenders time to address critical social and emotional needs before returning to local communities. Offenders with special needs, long incarcerations periods and other social barriers are at high risk for not meeting the requirements of the furlough program and are therefore not able to be transitioned back into the community in the expected time frame.

##### **B. Description of the goals of the service**

The primary goal of this service is to meet the employment, housing and social service needs of a minimum of 35 high risk offenders within one year of release. Activities include: pre-employment counseling, job placement and continued supported services.

##### **C. Description of the target population to be served**

The provider is expected to serve a minimum of 35 offenders housed at the Laumaka Work Furlough Center. The offenders to be served have specific unmet employment and housing needs. A large percentage of these individuals will have histories of long periods of incarceration, educational barriers, physical and mental disabilities.

##### **D. Geographic coverage of service**

All services will be provided at the Oahu Community Correctional Center, Laumaka Work Furlough Program on the island of Oahu.

**E. Probable funding amounts, source, and period of availability**

Funding is from July 1, 2005-June 30, 2009. The expected funding for this period is \$26,000 each year.

**II. General Requirements****A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

The provider is expected to have a minimum of five years experience in job development and placement of high risk adults. Three of the five years shall be with criminal offenders. A minimum of 25% of the provider's client base should be criminal offenders, probationers or parolees.

The provider is expected to accept correctional clients who have been assessed by the Department as appropriate for job development services; unless the provider presents specific evidence to show that the offender should not be accepted into the program.

The provider shall comply with all laws and regulations pertaining to equal opportunity employment both in business practices and in the placement of clients.

The provider shall maintain and show proof of a liability insurance policy of at least one million dollars.

The provider shall comply with all relevant policies and procedures of the Department of Public Safety Corrections Division.

**B. Secondary purchaser participation**

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will not be allowed.

Planned secondary purchases

No secondary purchasers are planned in conjunction with this RFP

**C. Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☒ Single
                 
 ☐ Multiple
                 
 ☐ Single & Multiple
**E. Single or multi-term contracts to be awarded**

(Refer to §3-149-302, HAR)

☐ Single term ( $\leq 2$  yrs)
                 
 ☒ Multi-term ( $> 2$  yrs.)

Contract terms:

The initial term of the contract will be for two years. After the two year the contracted may be extended annually. The maximum term of the contract shall not exceed four years.

The initial contract period shall commence on the date indicated in the Notice to Proceed.

Contract extensions are based on provider performance in both client services and the ability to provide appropriate support services.

**F. RFP contact person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Terri Ohta  
 919 Ala Moana Blvd. Room 413  
 Honolulu, HI 96814  
 Phone: 587-1236 Fax: 587-1244

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

Interview offenders and evaluate the training, employment and personal needs.

Identify personal strengths and barriers to employment.

Provide pre-employment skills including but not limited to:

Interviewing skills	Money management
Resume writing	Communication skills
Time management	Job application skills

Provide job placement for offender clients

Work with employers to provide jobs for offenders using incentive programs such as employer tax credits, targeted work experience and the Federal Bonding Program.

Provide follow up services to offenders for a period of one year post incarceration. Follow up services will include job relocation should the client be displaced from employment during the one year period.

Job coaching and employer/employee mediation

## **B. Management Requirements (Minimum and/or mandatory requirements)**

### **1. Personnel**

The provider shall demonstrate that all employees working directly with clients meet licensing and or credentialing requirements.

The provider shall ensure that the project director and key counseling personnel have a minimum of five years experience in job development and placement of high risk adults and criminal offenders.

The provider and all personnel working directly with clients shall possess a valid State of Hawaii driver's license and motor vehicle insurance.

The provider will be subject to the Hawaii Revised Statute, Section 707-731, pertaining to the laws of Sexual Assault in the second Degree and Section 707-732, Sexual assault in the third Degree. The provider shall be required to maintain a copy of an acknowledgement in the personnel files of all employees who work with criminal offenders under this RFP.

All employees assigned to work under this RFP shall undergo and pass a complete criminal background check. Persons currently serving a criminal sentence (on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea) shall not be considered for employment under this RFP. Any employee with a criminal history shall

be subject to review and approval by the Department. The Department shall review and agree to the employment in writing. All staffing changes are subject to the written approval of the Department.

## **2. Administrative**

The provider shall operate the program in accordance with the rules, regulations, and policies of the Department of Public Safety.

The provider shall meet the requirements of a qualified service provider under Chapter 103 F, Hawaii Revised Statutes.

The provider shall comply with all codes and ordinances as required by the State of Hawaii and the city and County of Honolulu.

The provider shall demonstrate accountability and oversight through an advisory board or board of directors.

The provider shall maintain a formal recordkeeping system that ensures the confidentiality of client records.

The provider shall have policies and procedures that set guidelines for program staff in ethical practices and standard business practices.

## **3. Quality assurance and evaluation specifications**

The provider is expected to maintain internal quality assurance through policies and procedures that ensure continuous evaluation of client services.

The provider shall evaluate employee job performance on an annual basis.

The provider is expected to undergo a formal outcomes evaluation of the program every two years.

The provider is expected to provide periodic performance measures that indicate client progress in behaviors, employment and/or training and other identified special needs.

The provider will be evaluated informally through periodic client satisfaction surveys or focus groups.

**4. Output and performance/outcome measurements**

The provider shall have specific outcomes, measures of effectiveness and the program evaluation. All data shall be entered into an internet based program. The provider shall input the following:

Pre- and post test evaluations that measure significant gains in attitudes and behaviors.

Job placements including job description and rate of pay for each client.

Employers contacted including employers intent to access employer incentive programs including but not limited to employer tax credit, work experience benefit, federal bonding.

Client placement in community college job training courses, on the job training, work experience, sheltered workshop programs.

Client referrals for housing, mental health services, hospice care, counseling, and treatment.

**5. Experience**

The provider shall demonstrate a minimum of five years experience in job development, employment counseling, employer relations and coordination of services for high risk adults with three of experience in working with criminal offenders.

The provider shall demonstrate experience in training staff to work with high risk offenders.

The provider shall demonstrate experience in integrated case management with other employment services, educational institutions and social service agencies.

**6. Coordination of services**

The provider shall demonstrate experience in coordinating services with social service agencies such as Division of Vocational Rehabilitation, the Department of Labor workforce development, labor union training programs, University of Hawaii Community College system and Department of Health.

The provider shall demonstrate the ability to coordinate program activities, appointments and interviews with Laumaka Work furlough counselors,

security staff, parole officers, and community based offender treatment programs.

**7. Reporting requirements for program and fiscal data**

The provider is required to enter all report data into an electronic internet based system. Report entry includes:

Name of offender

Date and time of each session

Monthly progress notes indicating activity and status of the offender related to job search, skills training, housing, job placement, pay rate and follow up services.

Report of any knowledge of criminal activity by an inmate, whether potential or actual, to the Department in accordance with agreed upon procedures.

**8. Pricing structure or pricing methodology to be used**

Pricing structure is based on a fixed price. The provider should provide a reasonable estimate of the type of services it can provide for thirty-five offender clients. The provider should consider that some clients may need more guided assistance than others.

**9. Units of service and unit rate**

Proposals shall include a description of how each component will be integrated into the job development, placement and follow up services and a description of the community resources the offender will be referred to if applicable.

Proposals shall also include unit costs for each component as well as the estimated number of units to be provided.

**IV. Facilities**

The provider may discuss any off site facility that may be used to meet offenders for the purpose of counseling, follow up interviews or services directly related to the offenders employment needs.

The provider may use an off site facility to meet with clients provided the site ensures client confidentiality, and meets the requirements set by Department policy concerning furlough inmates and is located outside of high crime and *Weed and Seed* areas.

## **Section 3**

# **Proposal Application Instructions**



## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants shall also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant shall include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

### I. Program Overview

Applicant shall give a brief overview describing the program(s) offered and the specific services provided to clients including a discussion of experience providing employment services to offenders.

## **II. Experience and Capability**

### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

The applicant shall discuss the assessment tools and procedures used to identify offenders as high risk.

The applicant shall discuss the curriculum and teaching strategies used in pre-employment classes.

The applicant shall discuss counseling strategies used to motivate high risk offender to change old behaviors.

The applicant shall discuss the current employment market and the incentives available to employers to hire ex-offenders.

The applicant shall discuss alternatives available to offenders with chronic mental health, medical and or other disabling conditions.

### **B. Experience**

The applicant shall provide a description of projects/contracts within the last five years that demonstrate the applicant's employment counseling, case management experience and experience with high risk adult offender.

A discussion of prior contracts with the public sector providing employment services for high risk adults: Discuss any problems or difficulties encountered in prior contracts.

Applicant shall include points of contact, addresses, and e-mail and phone numbers. The State reserves the right to contact references to verify experience.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology

The applicant shall provide a detailed description of the qualification, experience including a history of providing job development services for high risk adults and criminal offenders.

The applicant shall discuss the assessment instruments used to determine offender employment, housing and social needs.

**D. Output and Performance/Outcome Measures**

The applicant shall provide a detailed description of outcomes, measures of effectiveness and program evaluation. The information shall be entered into an internet based Student Management system. The information consist of the following:

Pre/post test scores that measure significant gains in attitudes and behaviors

A historical record of job interviews and job placement for each client.

Employer contacts and expressed intent or declination of employer incentive programs

Client placement in training programs

Client referral for housing, mental health services, hospice care, counseling and or treatment

**E. Coordination of Services**

The applicant shall describe past experience in coordinating services with other agencies and resources in the community. Applicant shall describe projects and scope of work that demonstrate coordination of services and documentation of requirements listed in section II (B).

The applicant shall discuss a plan for orchestrated coordination of services for high risk offenders with public and private agencies. This plan shall include the name of the agency, the services intended to be provided or coordinated, and the specific client needs to be addressed by the services.

**F. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable and special equipment that may be required for the services.

### **III. Project Organization and Staffing**

#### **A. Staffing**

##### **1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services.

The applicant shall discuss the key personnel and their experience in job development and placement of high risk adults and criminal offenders over the past three years.

The applicant shall outline a recruitment plan detailing how the applicant will hire and retain qualified employment counselors, job coaches, mental health counselors and other specialized staff working under this RFP.

The applicant shall provide the staff training plan.

The applicant shall discuss the program director's involvement in hiring, training and supervising staff.

The applicant shall include a sample of an employee evaluation form.

##### **2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program.

The applicant shall include resumes of the executive staff

The applicant shall demonstrate that all current and newly hired staff who will be assigned to the project meets licensing and or credentialing requirements.

#### **B. Project Organization**

##### **1. Supervision and Training**

The applicant shall describe the demonstrated ability to supervise, train and provide administrative direction relative to a host of employment services for high risk offenders.

## **2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

## **IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

The proposal shall describe specific outcomes that include:

How the program trains offenders in interviewing skills

How the program trains offenders in problem solving related to anticipated stressors on the job, in family situations and in other social settings.

How the program offers opportunities for offenders to practice new behaviors on the job, in family and social situations and with parole officers and other support services providers.

How the program provides continued assistance to offenders once they are placement in employment, job training programs or special work experience programs.

How the program utilizes support agencies and what supports the agencies are committed to provide.

How the program coordinates with human resource managers, workforce development or other agencies to provide job opportunities for high risk offenders.

Proposals shall describe in sufficient detail the following items:

The frequency and duration of services

Type of services to be provided

A general schedule of services and the services will coordinate with the work furlough program, educational/training institutions, and other service providers including other state agencies.

Procedures for linking offenders with community services

A description of specific services to address the needs of offenders preparing for release.

## **V. Financial**

### **A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

### **B. Other Financial Related Materials**

#### **1. Accounting System**

A certified copy of the applicant's most recent financial audit.

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

# **Section 4**

## **Proposal Evaluation**

## Section 4

# Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

##### Evaluation Categories

##### Possible Points

##### *Administrative Requirements*

##### *Proposal Application*

**100 Points**

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

**TOTAL POSSIBLE POINTS**

**100 Points**



### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

##### 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### B. Phase 2 - Evaluation of Proposal Application (100 Points)

**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

##### 1. Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

<b>A. Necessary Skills</b>	<b>5</b>
• Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.	2
• Assessment tools and curriculum are identified.	3
Strategies for teaching, counseling and care of special needs clients are outlined.	2
<b>B. Experience</b>	<b>5</b>
• Demonstrated experience of five years three of which involves working directly with high risk criminal offenders.	4
• Point of contact/references are included	1
•	

<b>C. Quality Assurance and Evaluation</b>	<b>5</b>
• Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.	3
• Provides a history of job development services for high risk adults and criminal offenders	2
<b>D. Coordination of Services</b>	<b>3</b>
• Demonstrated capability to coordinate services with other agencies and resources in the community.	1
• There is a plan for coordinating services for high risk offenders with public and private agencies	2
<b>E. Facilities</b>	<b>2</b>
• Adequacy of facilities relative to the proposed services.	1
• Facility plan includes meeting all ADA requirements	1

**2. Project Organization and Staffing (15 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

<b>A. Staffing</b>	<b>6</b>
• <u>Proposed Staffing</u> : That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.	1
• <u>Staff Qualifications</u> : Staff assigned to the program meet all licensing and credentialing requirements.	3
• <u>Staff Training</u> : Presents a training plan for staff that involves working with high risk offenders	2

<b>B. Project Organization</b>	<b>9</b>
• Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.	4
• Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.	1
• Project Director: The Project Director is involved in the hiring and training of staff and delivery of services.	4

### 3. Service Delivery (55 Points)

• There is an assessment to determine offender needs	8
• There is a strategy outlined to meet the needs determined by the assessment	10
• Curriculum includes differentiated instructional units that include role playing, interviewing practice, applied problem solving skills, and life management skills	10
• There is a strategy for utilizing case management as a means of providing a host of coordinated support services to each offender	10
• There is a clear supported employment plan for each offender that extends for one year after release.	5
• There is a strategy to recruit employers through incentive programs and tax benefit packages	5
• There is a strategy in placing offenders in jobs that have opportunity for career advancement	4
• There is a strategy in placing offenders in supported training programs to meet employment BFQs	3

### 5. Financial (10 Points)

Applicant's proposed budget is reasonable and commensurate with the program resources and operational capacity.

### C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal shall contain the following components in the order shown below. This checklist shall be signed, dated and returned to the state purchasing agency as part of the Proposal Application. \*SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	<b>(Required if not Registered)</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>X</b>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Liability Insurance			<b>X</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Proposal Application Table of Contents

<b>I.</b>	<b>Program Overview.....</b>	<b>1</b>
<b>II.</b>	<b>Experience and Capability .....</b>	<b>1</b>
<b>A.</b>	Necessary Skills .....	2
<b>B.</b>	Experience.....	4
<b>C.</b>	Quality Assurance and Evaluation.....	5
<b>D.</b>	Coordination of Services.....	6
<b>E.</b>	Facilities.....	6
<b>III.</b>	<b>Project Organization and Staffing .....</b>	<b>7</b>
<b>A.</b>	Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications .....	9
<b>B.</b>	Project Organization .....	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery.....</b>	<b>12</b>
<b>V.</b>	<b>Financial.....</b>	<b>20</b>
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation.....</b>	<b>20</b>
<b>VII.</b>	<b>Attachments</b>	
<b>A.</b>	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
<b>B.</b>	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
<b>C.</b>	Organization Chart	
	Program	
	Organization-wide	
<b>D.</b>	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
<b>E.</b>	Program Specific Requirements	